

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING  
MAY 15, 2017 MINUTES**

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**1. CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners A. Chamenko, L. Calsetta, and M. DeSousa were present. Commissioner E. LeBorious was absent.

**2. MEETING MINUTES:**

a. Regular Meeting April 17, 2017

The minutes of the Regular Meeting of April 17, 2017 were reviewed by all Commissioners present.

Commissioner DeSousa made motion, 2<sup>nd</sup> by Commissioner Calsetta to approve the minutes as presented. All in favor - Motion carried.

**3. ADDED AGENDA ITEMS**

Motion made and duly approved to add Reasonable Accommodation to New Business.

**4. PUBLIC COMMENT - None**

**5. LEGISLATIVE BILLS - None**

**6. COMMUNICATIONS**

a. RSC Quarterly Report

**7. FINANCIAL REPORTS – April 2017**

Motion made to acknowledge financials, motion carried

**8. REPORT OF THE BOARD OF SELECTMEN – None**

**9. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Secretary -Hereto attached as Exhibit A**

After the minutes were read by Jeanne, the Commissioner DeSousa stated that she would like Executive Director Collins to send out a memo to the residents regarding some comments made at the meeting.

**10. REPORT OF THE RSC - Hereto attached as Exhibit B**

**11. REPORT OF THE EXECUTIVE DIRECTOR - Hereto attached as Exhibit C**

Commissioner DeSousa asked about the laundry room renovations. It was clarified that all 3 are to be enlarged.

**12. POLICIES AND PROCEDURE**

a. Drug & Alcohol Policy #17-002 – The commissioners discussed the proposed policy. The Connecticut General Statutes 47a-15, which is referenced in the policy, was read so everyone was aware of its meaning. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner Chamenko, to accept Drug & Alcohol Policy #17-002. Commissioners Calsetta, Chamenko, and Burnham in favor. Commissioner DeSousa opposed. Motion passed.

**13. UNFINISHED BUSINESS - None**

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**14. NEW BUSINESS**

a. Mailing of Board Packets – Executive Director would like to e-mail the board packets to all commissioners every month. Paper packets would be ready for our monthly meetings. The commissioners all agreed that it is getting costly to mail the packets and an advance e-mail would be fine.

b. Reasonable Accommodation – Executive Director Collins discussed a reasonable accommodation request for a tub cut. Commissioner Calsetta made motion, 2<sup>nd</sup> by Commissioner DeSousa to approve a reasonable accommodation for a tub cut. All in favor – motion passed.

**15. PUBLIC COMMENT**

Alice S. #4 – Linda, I want to know if the new smoke alarms are going to be installed by June 13. Executive Director believes they will be, but will get confirmation.

Janice S. #26 – Is there someone that is going in with these people? Executive Director Collins did say that a staff member of the housing authority would be with the contractors.

Jeanne S #20 – The front door to the community room doesn't work half the time. Executive Director did say it would be repaired when the automate the inside doors. In the meantime, Darrell will check the battery.

Sharleen C. #54- I just want to say something, these guys that are out here working are the nicest guys. They always have something nice to say to the residents.

**16. SUGGESTION BOX - None**

**17. EXECUTIVE SESSION - None**

**ADJOURNMENT**

Motion to adjourn at 7:55pm duly made and approved.

Respectfully submitted,

*Marisa Prior*

Recording Secretary

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**ATTACHMENT A**

PARK HILL TENANT ASSOCIATION REGULAR MEETING  
May 9, 2017

The meeting was opened at 10:02 a.m. by president Viola Andrews. Officers Jeanne Swicklas, secretary, Jim Palozi, treasurer and Sharleen Craft, member-at-large also attended along with nine resident members.

The minutes from the April 13, 2017 regular meeting were read by Jeanne Swicklas, secretary and were accepted by all in attendance.

The finance report for March 21, 2017 - May 2, 2017 was read by Jim Palozi, treasurer and was accepted by all in attendance.

Words from the president

President Viola Andrews stated that last month, just before the Housing Authority board meeting, she received a copy of a new policy that stated that the consumption of alcohol will be limited to the confines of the residents' apartments. Alcoholic beverages would not be allowed in any common area including any social gathering on Park Hill premises and the community building.

Viola contacted many residents in her area and Laverne Calsetta let people on the hill know about this policy and asked them to attend the Housing Authority board meeting.

Again, when called upon, our residents showed up in force. During public comments President Andrews opened up the discussion regarding the new policy. She stated that once again, our director is taking away privileges that many of us enjoy. "We are not being treated as responsible individuals but as kindergarten children. Many of us look forward to summer when we can be outside and enjoy the company of other residents and some of us enjoy an alcoholic drink. Many of us feel we are being punished for the misconduct of a few."

She also stated that some of our residents who don't get along with a neighbor and sees them outside drinking would run to the office to report their misbehavior.

Another item that was brought up at the board meeting was the way that the policy was written. The no-alcohol policy was included with the policy concerning the illegal use and sales of drugs. "These are two different issues and should have been addressed in separate policies."

President Andrews thanked Cherie Martyne for writing a letter regarding this policy and Pauline Legasse for voicing her opinion on the subject. She also thanked the others who attended and spoke at the board meeting.

She further stated that "our Housing Authority board listened to us and decided our residents should not be punished for the actions of a few and should be allowed to drink on patios and public gathering areas. I've often said there is strength in numbers. I feel this is what got us a fair decision by our board."

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President Viola Andrews also talked about the work that has been started on many projects being paid for by grants. She said that Director Linda Collins feels that all projects, including sidewalks, will be done by next winter.

At the last director's meeting we asked Linda about getting larger washers for the laundry rooms. Many of us are unable to get to the laundromat to wash quilts, blankets and rugs that cannot be washed in our small washers. Linda said that she would look into it.

At our April meeting we were told by director Linda Collins that our coffee hour and raffle money couldn't be kept in the office anymore. We discussed having Pauline Legasse take care of the money as she has before and we always had a good accounting of what money came in and what went out. President Andrews then asked for a vote on this issue and all attending were in favor.

The Park Hill Tenant Association voting ballots have gone out. Please vote, get your neighbors to vote and return your ballots by May 31, 2017.

The floor was then opened to residents comments.

Public comments

Many comments were made about the fact that telling us what kind of toilet paper to use is also treating us like children and that more is used at once when using single ply.

Jim Palozi, treasurer commented on the fact that items to be given away can't be put in the laundry rooms. Many felt that there should be a table in the community room to put these things.

Sharleen Craft, member-at-large said that when Cindy was RSC she had a little store for these things once a month and thought that we should do this again.

Pauline Legasse commented that the community hall is not being cleaned well at all. It was done better when Cherie used to do it until the Board said that she had to be given a 1099.

Sharleen Craft, social director stated that there will be pot luck suppers held on May 26, 2017 and June 30, 2017

Sharleen also stated that we have not been able to get donuts for coffee hour and she suggested that two people bring something each week. This was agreed upon by all attending. There will be a sign-up sheet beginning next week.

Sharleen then brought up her idea of doing something with the youth group in town. Pauline Legasse said that they had turned down another's resident's request to work with them. There was concern mentioned about theft, drugs, etc. President Andrews suggested a vote. It was voted 7-2 not to pursue this.

The meeting was closed at 10:46 a.m. by Viola Andrews, president.

Respectfully submitted by,  
Jeanne Swicklas  
Secretary

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**ATTACHMENT B**

**Resident Services Report  
East Windsor Housing Authority  
May 2017**

**Resident Activities**

The residents continue to enjoy Coffee Hour every Tuesday morning from 9am to 10am.

The next Pot Luck Supper will be held on May 26<sup>th</sup> at 5 pm. This continues to be a popular event.

The weather is starting to get nicer and the residents will be starting their walking group. This is a great opportunity for the residents to get some fresh air and help to achieve a healthier lifestyle.

We continue to have Bingo every Wednesday. There are approximately a dozen residents that participate every week.

On April 27<sup>th</sup> the Resident Services Coordinator held a Nutritional Bingo with prizes that represented good eating habits. 6 residents attended.

The monthly calendar continues to be prepared and distributed to each household.

**Community Programs**

The Visiting Nurse Association provides a monthly free blood pressure and blood sugar screening at Park Hill. Several residents continue to take part in this monthly program.

A representative from the Town of East Windsor Social Services Department will be at Park Hill on July 13<sup>th</sup> to administer the application for the Renters Rebate program. Please call Human Services to make an appointment.

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**Upcoming Services and Future Events**

On May 25<sup>th</sup> Attorney John A. Henneberger will be doing a presentation on Living Wills from 1pm to 2 pm. He will define what a Living Will is and its importance.

In the upcoming months, Eversource will be doing a presentation on "Emergency Preparedness"

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**Services and Referrals**

I assisted several residents with Food Stamps and Husky Insurance renewals and other various entitlement programs that the residents benefit from. Home visits and well checks continue throughout the month to ensure residents are safe and getting the services they need.

Respectively Submitted,

*Jeannine Henneberger, RSC*

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**ATTACHMENT C**

**EAST WINDSOR HOUSING AUTHORITY**

**Executive Director's Report**

**May 2017**

**Management-**

The annual Park Hill budget for 2017-2018 effective July 1, 2017 has been submitted to the Connecticut Housing Finance Authority (CHFA) for review and approval. The feedback that I have received so far is that it appears the budget meets all state guidelines.

All residents are required to sign a new lease effective July 1, 2017. Prior to signing their lease, management staff will be conducting a review of the lease agreement and house rules with all the residents. There will be a morning session on Tuesday, May 16<sup>th</sup> and an afternoon session on Thursday, May 18<sup>th</sup>.

On Tuesday, May 2<sup>nd</sup> I attended the East Windsor Board of Selectmen meeting to request that our PILOT payment remain at 7%. Commissioners Marie DeSousa and Laverne Calsetta attended as well. Our justification to continue to pay the 7% is mainly due to the state mandating that housing authorities set aside an additional \$29,400 for reserves in addition to the current requirement of \$84,000. Also, we needed to decrease the hours for one of our maintenance employees in order to meet operating expenses.

A local Girl Scout troop has their bi weekly meeting in the Park Hill community room. To show their appreciation for being able to use our facilities they have volunteered to maintain the flower bed at the entrance of the property.

**Other Matters:**

I spoke with Bob Leach from the boy scouts asking for their assistance with the issue of birds perching in the eaves of the Park Hill pavilion and as a result their droppings falling down on the picnic tables and elsewhere. Bob said that he will get back to me with suggestions with how they can help with a solution.

**Projects:**

**Critical Needs Funding**

Costa & Son, the contractor who will be replacing the sidewalks has been in close contact with the general contractor for the small cities grant projects to coordinate the timing of when to begin working on the sidewalks. The trenching for the fire alarm systems is anticipated to be completed by Friday May 12<sup>th</sup>. The work on replacing the sidewalks can then be started.

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**Small Cities Grant**

DEF, the contractor for the small cities grant projects has almost completed the trenching for the wiring for the fire alarm systems. The electrician has been working on the wiring for the new generator and will soon start on the wiring for the fire alarm systems. Pouring the concrete for the additions for the first and second laundry rooms is next.

**Matching Funds Grant**

The installation of the exterior apartment lights has been completed. In addition to the energy efficient fixtures, the lights have a photo cell that triggers the light to go on once it is dark. There are a few new light fixtures on the third level that are flickering when they are turned on. They need a different type of photo cell that is not as sensitive to the reflection from the soffit above the light. They are on order. Eversource inspected the lights to ensure that the work was completed as agreed. The incentive payment of \$15,134 is expected to be paid to the Housing Authority within 30 days. This money will be used to complete the other projects under this grant; the automated interior doors and the overhang for the front entrance. The installation of the security cameras is scheduled for Thursday, May 5/11.

**Fence Repair**

I am currently getting quotes to repair the chain link fence around that is around the perimeter of the property and over the past several years has been damaged by snow removal and falling limbs.

**Vacancies**

There are currently 2 vacant units that are expected to be occupied by June 1<sup>st</sup>.

Respectfully Submitted,

*Linda Collins,*

Executive Director